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United States Courts  
Southern District of Texas  
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Michael N. Milby, Clerk of Court

LEONIDAS RALPH MECHAM  
Director

ADMINISTRATIVE OFFICE OF THE  
UNITED STATES COURTS

CLARENCE A. LEE, JR.  
Associate Director

WASHINGTON, D.C. 20544

THEODORE J. LIDZ  
Chief

Defender Services Division

December 11, 2001

**MEMORANDUM TO ALL CLERKS, UNITED STATES DISTRICT COURTS**

**SUBJECT: Criminal Justice Act Seminars and Workshops (ACTION REQUESTED)**

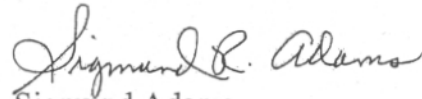
Following are the dates and locations of three "Winning Strategies," seminars and the Advanced Trial Skills and Reinventing Sentencing Workshops for Criminal Justice Act (CJA) panel attorneys, to be presented by the Administrative Office of the U.S. Courts, Defender Services Division Training Branch, and the Federal Public and Community Defenders.

April 28-30, 2002	Santa Fe, New Mexico	"Winning Strategies"
July 11-13, 2002	Chicago, Illinois	"Winning Strategies"
September 12-14, 2002	New Orleans, Louisiana	"Winning Strategies"
June 6-8, 2002	Memphis, Tennessee	"Advanced Trial Skills"
August 22-25, 2002	Boston, Massachusetts	"Reinventing Sentencing"

**We ask that you notify members of your district's CJA panel about the seminars as soon as possible.** We are sending the same information to all Federal Public and Community Defenders and to each district's CJA panel attorney representative. You may want to coordinate the dissemination of applications with them.

Attached is a flyer, including an application form, that you may photocopy and provide to the panel. Tuition and program materials will be free. After applications are received in the Defender Services Division, details (including the draft schedule and hotel information) will be provided to the applicants who are accepted for each seminar. The telephone number listed on the application form, (800) 788-9908, is the number for

the Defender Services Division Training Branch. The Training Branch is responsible for the development and coordination of these regional seminars. If you need further information, please contact Ms. Linda Risley at Ext. 3055 or via email at AOHUBPO Risley, Linda.

A handwritten signature in cursive script, reading "Sigmund R. Adams".

Sigmund Adams

Chief, Defender Services Training  
Branch

Attachments

cc: Circuit Executives (w/attachment)  
District Court Executives (w/attachment)

# WINNING

# STRATEGIES

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Seminars presented by the Administrative Office of the U.S. Courts and the Federal Public and Community Defenders

The seminars will cover all aspects of a federal criminal case. Most of the topics will be covered in breakout sessions and workshops.

## TOPICS INCLUDED:

- ▲ Computer Technology in the Courtroom
- ▲ Getting the Jury to Listen
- ▲ Ethics
- ▲ Sentencing Workshops
- ▲ Negotiating Pleas
- ▲ Practicing in the Electronic Courtroom
- ▲ Challenging Experts post Daubert & Kumho
- ▲ Drug Cases; Mandatory Minimums, Safety Valve & Drug Quantities
- ▲ Motions Practice
- ▲ Discovery Techniques
- ▲ Crime & the Internet
- ▲ Departures after Koon
- ▲ Federal Gun Cases
- ▲ Search & Seizure

•April 28-30  
Santa Fe, NM

•July 11-13  
Chicago, IL

•September 12-14  
New Orleans, LA

## WORKSHOP TOPICS:

### ADVANCED TRIAL SKILLS

June 6-8, Memphis, TN

- ▲ Computer Technology in the Courtroom
- ▲ Brainstorming a Case
- ▲ Cross-Examination
- ▲ Direct Examination

### REINVENTING SENTENCING

August 22-25, Boston, MA

- ▲ The Sentencing Reform Act
- ▲ Investigating & Using Mental Health Problems
- ▲ Downward Departures
- ▲ Storytelling in Sentencing

These workshops will have limited enrollment to permit participants to have a hands on experience using real case files.

Defender Services Division Training Branch

One Columbus Circle, N.E., Suite G-430

Washington, D.C. 20544

Tel: 800 788 9908

Fax: 202 502 2911

# APPLICATION FORM

## APPLICATION HAS BEEN MADE FOR CLE ACCREDITATION.

Enrollment is limited to Criminal Justice Act (CJA) panel attorneys (those who accept court appointments in federal criminal cases). Tuition and program materials are free to attendees. **Attendees are responsible for all expenses for travel, hotel accommodations, food and other incidentals.** To be considered, applicants cannot have attended a CJA seminar sponsored by the Administrative Office within the past two years. Applications must be submitted at least 60 days prior to the date of the seminar that is requested. Please note that selections are not made on a first-received basis. Upon acceptance to one of the seminars, a draft schedule and hotel information will be provided to the applicants. **DO NOT MAKE AIRLINE RESERVATIONS UNTIL RECEIPT OF THE ACCEPTANCE LETTER.**

To apply, complete the following form and fax or mail it to the Defender Services Division Training Branch, Administrative Office of the U.S. Courts, One Columbus Circle, N.E., Washington, D.C. 20544. Fax number (202) 502-2911. For further information call (800) 788-9908.

### APPLICATION FORM (Please Print or Type)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ State Bar No. \_\_\_\_\_

District(s) in which you practice: \_\_\_\_\_

No. of criminal jury trials: \_\_\_\_ No. of CJA cases in 2001 and list most serious charge for each:

I wish to attend the seminar in:

☐ Santa Fe, New Mexico  
April 28-30, 2002

☐ Chicago, Illinois  
July 11-13, 2002

☐ New Orleans, Louisiana  
September 12-14, 2002

### WORKSHOPS

☐ Memphis, Tennessee  
June 6-8, 2002

☐ Boston, Massachusetts  
August 22-25, 2002

